Members Present: Matt Bundrick, Leslie Doss, Julie Jones, Angela Nixon, Terri Vaughan, Tina White, and Deveraux Williams

President Matt Bundrick called the meeting to order.

1. Approval of Minutes: Terri moved to approve the minutes from the August 26, 2014 Staff Senate Executive Committee as written. Deveraux seconded the motion and the vote was unanimous. The minutes were approved.

2. President’s Reports – Matt reported that he had an opportunity to meet with Dr. Jones. He was impressed with the progress Jones had already made in such a short time on campus. Dr. Jones indicated that once an issue is identified he likes to move quickly to resolve. He isn’t a person that likes to revisit issues. He prefers to take action.

3. Financial Update, Julie Jones. Funds remaining in the operating budget as of September 29: (a) Vending: $8,686.24; (b) Staff Senate funds: $2,816.47; (c) Travel: $450.00; (d) SDP: $12,400.60.

4. Committees
   A. Standing
      1) Activities, Tina White. Activities collected $265.00 for the loose change drive benefiting Golden Harvest Food Bank. Thank you all for your contributions to this very important program. We will be doing another drive first of the year.
      2) Communications, Angela Nixon. The Benefits Fair is this Thursday, October 2. The booth will consist of popcorn, promotional giveaways (pink and orange tote bags), and Z Run information. The committee is also working on updating the website.
      3) Membership, Deveraux Williams. Jeff Leyh will serve on Communications and Bindu Rangaraju will serve on Policy and Welfare.
      4) Policy and Welfare, Terri Vaughan. The committee met September 16.
         • Optional Holiday Resolution – The resolution draft was approved with wording changes. The resolution will be presented to Senators for consideration at the next meeting.
         • Tuition Assistance Policy (next steps) – Brett Dalton has offered to compile data on the Tuition Assistance Program. P&W will compile the information we need along with members of the Executive Committee.
         • Meal Plan Update – No update.
         • Motorcycle Parking – Dan Hofmann has offered $2.00 per day occasional parking permits for motorcycle permit holders. Although this does not address the issue of regular parking permit holders having to purchase an additional permit for a motorcycle, it is an additional benefit for some, so the committee agreed to support the change.
      5) Scholarship, Leslie Doss. Work continues on the Z Run.

5. Unfinished Business
   A. State Outreach – The Executive Committee of the Staff Senate hosted an open forum on Wednesday, September 17, in the AT&T Auditorium located in the Campbell Graduate Engineering Center on the
CU-ICAR Campus in Greenville. Senate leadership discussed the Senate’s accomplishments and highlighted priorities for the year. The goal was to connect with off-campus employees who face unique challenges and issues in comparison to those working directly on Clemson’s campus.

**Things to consider for the next outreach event**
- Organizational chart of Staff Senate (and possibly also the university itself)
- Invite Tom
- Hold in an intimate setting
- Business cards with office information
- Computers to assist those who want to update their information as well as possibly donate
- An official agenda
- Topics to help facilitate questions/discussion
- Maybe have each senator discuss a section of the senate similar to our orientation session
- Start program by asking, "Do you feel connected to Clemson?"
- Informational pamphlets concerning Clemson benefits
- Staff Senate handouts (goodies as well)
- Sign-in sheet for guests
- Website/Social Media promotion
- Bring list of senators and the areas they represent
- Have staff send a quick email to their constituents to introduce themselves to a broader group of employees

**Issues and concerns**
- Supervisors at other off-campus locations are not giving staff members the opportunity to apply to the SDP
- Professional area/website where staff can market themselves for Clemson opportunities or find others with similar areas of interest
- Mail service off-campus needs some work (they have to pay for interoffice mail)
- The Greenville employees do not feel connected
- Can there be a Clemson mail person assigned to deliver to the Greenville campuses so that there aren’t as many errors, etc.?
- Campus seems to forget that there are other employees outside of main campus area
- Can we open up our meetings to video conferencing for others to login and join?
- Possibly have a Staff Senate meeting in Greenville while on road tour
- On-site staff liaison to make sure information is reaching all interested/relevant parties
- Holidays (Labor Day/Memorial Day) … why?

**B. Retreat** – The retreat will be delayed until spring. The schedule is too busy this fall with special events to successfully facilitate a retreat.

**A. December Scholarship Reception (Donors and Recipients)** – The group agreed that December 16 is a good day for the appreciation event for donors. Julie agreed to help with the event. The December Senate meeting will be moved to the 16 to coincide with the reception.

**6. New Business**

**A. Instructional Technology Evaluation Committees** – This semester, the University will be inviting vendors to submit proposals to become Clemson’s provider of the following instructional technology systems:
- Synchronous elearning/web conferencing (current system: Adobe Connect)
• Lecture capture (current system: Echo360)
• Student response (current system: iClicker)

Representatives are needed from across campus to serve on the evaluation committees for each system. Faculty, staff, and students are being asked to solicit and select individuals to represent each constituency. The constituencies are responsible for seating 3-5 faculty members (from Antonis), 2-3 staff members (from Matt), and 2-3 students (from Maddy and Ryan). Representatives should have current firsthand experience with the system they will be evaluating. Committee members should be identified by Friday, October 10. Matt will solicit qualified volunteers.

B. October Meeting
• Special Order of the Day – Leslie will check with the United Way representative to see if she can give a short (5 minutes or less) presentation on United Way and Clemson’s campaign.

7. Announcements: None.

8. Adjournment: There being no further business to discuss, the meeting adjourned.

Next Meeting: Tuesday, October 28, 2014, 8:30 a.m., 801 University Union